



## **11<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop**

### **Planning Committee Meeting #4**

**Delaware State Fire School, New Castle Division**

**Tuesday, November 28<sup>th</sup>, 2017**

**2:00 PM -4:00**

### **Meeting Minutes**

#### **Voting Members Present: ( 12 )**

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1. Dave Anderson – Aetna HH&L  | 7. George Giles – Wilm LEPC/OEM       |
| 2. Ken Cenci - DNREC           | 8. Dave Irwin –Chairman/LEPCNCC       |
| 3. Tara Chambers – DNREC Proxy | 9. Bill Kelly – Sunoco Logistics      |
| 4. Sarah Davis – DEMA          | 10. Joe Leonetti –St Francis Hospital |
| 5. Mark Dolan – DNREC          | 11. Jake Morente - LEPC NCC           |
| 6. Heather Hudson – DHHS       | 12. Beth Neumane – Rogers Inc.        |

**A quorum (12) was present** *(attendance sheet attached)*

#### **Non-voting Members Present: ( 0 )**

1. **Meeting Called to Order** at 2:06 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. *Motion to Accept the Agenda by George Giles, 2<sup>nd</sup> by Dave Anderson. Unanimous approval, motion passed.*
3. **Minutes Approval from October 16<sup>th</sup>, 2017 Meeting.** The Chairman noted that the previous meeting minutes were sent to committee members electronically. Dave asked for any corrections, none were offered. *Motion to Accept the Minutes by George Giles, 2<sup>nd</sup> by Beth Neumane. Unanimous approval, motion passed.*
4. **Review action items from 10/16 meeting**
  - Keynote Speaker – Dave reported that Jerry Brennan is making progress and will report at next meeting
  - Marine Firefighting Course – Doug Dillon is unavailable. Reported that Al Huelsenback is available and willing to instruct the course.
  - Challenge Coin – Jerry Brennan sent coin proof and price quotes to committee members. Proof #3 \$1668.38 for quantity of 400 (\$4.17 ea.). Discussion held. *Motion to accept proof #3 and to purchase*

coins and to be delivered to Fire School in Dover, by Joe Leonetti, 2<sup>nd</sup> by Beth Neumane. Unanimous approval, motion passed.

- Multi-tool - Mark Dolan provided a logo design from Leatherman, stainless steel with engraving (black). Mark is still working on prices from the vendor.
- T-shirt – Joe Leonetti will have cost and design at January's meeting. Similar to the annual workshop design. T-shirts will be sold by vendor at the workshop.
- Spiral Flip-Notebook with Workshop Logo – Beth Neumane provided two samples from Bradford, both refillable styles. 400 quantity; Black unit at approx. \$3200 (\$7 ea.), Red unit at approx. \$2400 (\$6 ea.). Motion by Joe Leonetti to purchase red unit if enough money is remaining to cover workshop expenses, 2nd by Bill Kelly. Discussion. Vote. Unanimous approval, motion passed.

5. **Sponsor request status** –Mark Dolan reported that the Mill Creek Fire Company is ready to email sponsor letters to the distribution list. Adjustments were made to set up times, class breaks and lunch schedule in efforts to increase vendor exposure to participants. Agreed to allow instructors to provide breaks when good for their program and stagger lunch to reduce the wait time before receiving lunch. Mark read the sponsor letter. Motion by Beth Neumane approving Mill Creek's sponsor letter with changes, 2nd by Ken Cenci. Discussion. Vote. Unanimous approval, motion passed.

6. **Continue developing draft 2018 program** (File Attached).

7. **Workshop promotional items:** Already discussed under Review Action Items

8. **Another other business:**

- Task List (see attached spreadsheet with 38 items)
- Collared Shirts for Instructors and Committee Members. Mark Dolan passed around men's and women's shirt styles with color choices. The group favored the burgundy color.
- Mark Dolan discussed the need for a bag to hold items similar to last year. Motion by Joe Leonetti to purchase a bag with workshop logo, 2nd by George Giles. Unanimous approval, motion passed.

9. **Next meeting date.** Wednesday, January 3<sup>rd</sup>, 2018 2:00 PM - 4:00 PM at the Delaware State Fire School, New Castle Division.

10. **Adjournment** at 3:27 PM. Motion to adjourn by Bill Kelly, 2<sup>nd</sup> by Joe Leonetti. Unanimous approval. Motion Passed.

Respectfully submitted by Jacob Morente



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**Planning Committee Meeting # 4**  
**DSFS – New Castle Branch**  
**Tuesday, November 28, 2017**  
**2:00 PM – 4:00 PM**

No.	NAME	SIGNATURE
<b>Voting Members (minimum of 9 required):</b>		
1.	Dave Anderson	<i>Dave C. Anderson</i>
2.	Jamie Bethard (proxy Tara Chambers)	<i>Tara Chambers</i>
3.	Jerry Brennan	
4.	Ken Cenci	<i>Ken Cenci</i>
5.	Sarah Davis (proxy Avery Dalton)	<i>Sarah Davis</i>
6.	Ron Dietrick	
7.	Mark Dolan	<i>Mark Dolan</i>
8.	George Giles	<i>George Giles</i>
9.	Heather Hudson	<i>Heather Hudson</i>
10.	David Irwin (Chair)	<i>David Irwin</i>
11.	Bill Kelly	<i>Bill Kelly</i>
12.	Rebecca Keyser	
13.	Joe Leonetti	<i>Joe Leonetti</i>
14.	Jake Morente	<i>Jake Morente</i>
15.	Beth Neumane	<i>Beth Neumane</i>
16.	Charles Stevenson	<i>Charles Stevenson</i>
<b>Non-voting Members:</b>		
1.	Dale Annis	
2.	Dave Carpenter	
4.	Marc Evans	
5.	Tara Chambers	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	

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